



Chris Christie
Governor

Kim Guadagno
Lt. Governor

Allison Blake, PH.D., L.S.W
Commissioner

JOB VACANCY POSTING

POSTING #:	032-14	ISSUE DATE:	March 27, 2014
TITLE:	LOCAL OFFICE MANAGER (LOM)	CLOSING DATE:	April 10, 2014
LOCATION:	Department of Children and Families (DCF) Gloucester West Local Office 5 Crown Point Road West Deptford, NJ 08086		
POSITIONS:	1		
DISTRIBUTION:	DEPARTMENT WIDE	SALARY:	Commensurate with education and experience.

SCOPE OF ELIGIBILITY: : Open to employees of the Department of Children and Families as a promotional or lateral opportunity, subject to current promotional and hiring restrictions.

RESPONSIBILITIES

The Division of Child Protection and Permanency (CP&P) Local Office Manager (LOM) is the critical executive in the local office providing leadership and is responsible for the management of the day to day operations as well as having a voice in the input of policy and administration. The LOM, along with the Area Director, is the face of the Department of Children and Families (DCF) in the local community.

REQUIREMENTS

EDUCATION: A Bachelor's degree from an accredited college or university is expected. A Master's degree in social work or related field is preferred.

EXPERIENCE: Five (5) years of social service experience in addition to substantive experience in the management and leadership of social service programs, two (2) years of which should be in a higher level supervisory capacity.

LICENSE: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

RESIDENCY LAW: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey. New Jersey State employees hired prior to September 1, 2011 who transfer from within the Executive Branch or from another State of New Jersey appointing authority without a break in service greater than seven days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.

NOTE: APPLICABLE SPECIAL RE-EMPLOYMENT LIST ESTABLISHED AS A RESULT OF A LAYOFF WILL BE USED BEFORE ANY APPOINTMENTS ARE MADE.

Electronic Filing:

Forward a cover letter and resume electronically to:

Jennifer.Figueroa@dcf.state.nj.us

Include the Job Posting # in the subject line of your email.

Alternate Filing:

If unable to file electronically, applicants may forward a cover letter and resume (including Job Posting #) to:

Linda M. Dobron, Director
Department of Children and Families
Office of Human Resources
P.O. Box 717
Trenton, NJ 08625-0717